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<http://www.stafforg.uncc.edu/>

**UNC - CHARLOTTE**  
**The Executive Committee of the Staff Organization**  
**Meeting Minutes**  
**August 8, 2007 – 9:00 a.m.**

The Executive Committee of the Staff Organization met on the above date and time in the Chancellors Board Room, Reese 5<sup>th</sup> Floor.

Officers present were: Margo Gross-President, Terry Setzer-Secretary, Melody Harris-Treasurer, Vice President –Dixie Airey/Area 16

Representatives present were: Diana Gann (Area 1), Jodi Turner (Area 2), Catherine Johnson (Area 3), Kelley Eaves (Area 4), Teresa Cleveland (Area 6), Reedena Newlon (Area 8), Alice LaRocca (Area 9), LynLee Troy (Area 10), Melia James (Area 11), Joann Pearson (Area 12), Sherry Bruce (Area 13), Allison Craven (Area 14), Charles Krauss (Area 15 Zone 2), Ronnie Bell (Area 15 Gen. Services), Ann Benson (Area 17)

Representatives Absent without notice: Charlie Donehue (Area 5), Dorothy Knotts (Area 12-3<sup>rd</sup> Shift)  
 Absent with notice: Kathy Burgess (Area 7)

Alternates present were: Velton Singletary (Area 12)

Guests present were: None

Call to Order & Welcome – Margo Gross, President  
 Everyone introduced themselves by stating the department they work in and how long they have been with the University as well as how long they have been with the Staff Organization.

Approval of July 11, 2007 Minutes  
 Minutes were approved by email. the motion presented by Kelly to accept minutes, it was 2<sup>nd</sup> by Allison

Treasurer’s Report – Melody Harris

TOTAL EXPENSES	0.00
<b>ACCOUNT TOTAL</b>	<b>737.99</b>
Transactions Not Yet Posted	42.00
<b>Estimated remaining balance</b>	<b>695.99</b>

The new proposed 2007-08 Staff Organization Budget was presented. After a discussion motion was given by Jodi to accept budget and it was 2<sup>nd</sup> given by Joann. Voted and passed unanimously.

## Community Policing Report –Not Present

### President's Report – Margo Gross

- Attended 3<sup>rd</sup> Shift Awards Night. Any staff member with Facilities Management can be recognized for their work by utilizing the appropriate forms located on the web-site. Margo spoke to the group and tried to recruit a 3<sup>rd</sup> shift alternate. (Everyone was encouraged to participate).
- Attended the Chairs teleconference
- Will be contacting the appropriate person(s) in regards to attending the Faculty & Staff Club meetings.
- Everyone was asked to review the Standing Committee List and to join a committee if they had not already done so. The additional list of committees could be joined even though they are not annual parts of Staff Organization.

### **Old Business:**

#### Chair's Video Conference - Margo Gross (Note title change and time of conference)

Next meeting scheduled for August 10th – 143 Atkins 2:00-4:00pm

#### Staff Assembly Update– Kelley Eaves

SPA will receive a 4% increase which will be on the August 31<sup>st</sup> paycheck. EPA staff increase will be received in September. Legislative has contacted a consultant to review the changes that could be made to OSP. Kelly stated that the Staff Assembly is pushing for this consultant group to speak with the Assembly about the changes that need to be made with the state university.

#### Kickoff for Staff Recognition – Melody Harris

The committee was able to arrange the following with Pinnacle regarding the staff recognition kickoff:

- \* Time for event – 12pm – 2pm
- \*Guitar Performer from 12-1pm
- \*Popcorn, Cotton Candy and Snow Cones will be provided

This event will use the \$387 credit we have with Pinnacle. Keith Wassum asked if a Blood Mobile could be available during this time. The suggestion was also given to have each attendee bring one canned item that would be donated to Loaves & Fishes. We are working with Northeast Medical to also have a Mammogram van.

#### Staff Recognition Week Overview – Margo Gross/Melody Harris

The Staff Organization Committee will sponsor an event during staff recognition week called Table Games Tournament. The following games will be offered: BUNCO, UNO, Spades and Checkers.

The discussion then revolved around staff having to use vacation time and having to obtain permission from their supervisor (to attend any of the events). The suggestion was given to have Margo inquire about an alternative to using vacation time and Kelly will address the Staff Assembly.

#### Computer Access/Passwords – Melia James

IT has met with the 2<sup>nd</sup> and 3<sup>rd</sup> shift housekeeping staff and has provided them with passwords, (explained email). Ronnie asked how he could get all of the staff in his area updated on the passwords. He was instructed to contact Larry Howell so that he could make a request to IT. One problem found was that staff did not know their Banner 800 number or email address. It was suggested that each supervisor provide these to staff members.

Response given in regards to computer access for staff members Margo explained that the problem was there was not enough accommodations for the computers. Most supervisors' offices are small and do not accommodate staff coming and going to use the computer.

Having access to the Campus News was discussed with the following outcome:

\*260 copies will be needed for all Facilities Mgmt. staff to receive a copy

\*Margo will contact Beth Hardin to review the agreement made with Business Services to make hard copies for this department.

New Committee Reports –

Employee Tuition Waiver/to family voucher – Reedena Newlon:

After completing their research each of the state universities have a different form of the free classes that can be taken by staff. None of the schools offer any type of voucher that family can use. Reedena proposed that all of the state schools work toward having a similar or the same programs; Supervisors being more flexible if a staff member wanted to take a class.

Goal is to be able to have a spouse or child use the 3 classes a year if a staff person will not be using.

Defined Benefit Packet for Staff – LynLee Troy

Committee reported there is no benefit package provided for EPA or SPA. Each employee is different in what would be available based on many different factors. There are some benefits that are given to all staff upon retiring. Margo asked if these items and any other information that should be given out be developed into a form that can be handed out at an exit interview.

Goal is to have an information sheet developed that can be given to employees expressing interest in retiring. LynLee agreed to work on this.

Employee Book Loan Program – Sherry Bruce

After examining some of the other universities it was found that there are several that offer some form of book program. After discussion it was noted that this committee would continue to explore different avenues to see if this program would be beneficial on this campus.

Employee Fitness Improvement – Allison Craven

A meeting was held with Terri Houck, Director Intramural & Recreational Services and Sophia Jordan-Marshall, Director to discuss availability to fitness programs, and exercise equipment for staff. Due to Student Activity Center being a student fee funded building, no time can be blocked for faculty and staff only. Information given at the meeting was that the SAC opens M,W,F at 6am and T, Th @ 7am and at 12pm on weekends. The exercise equipment and fitness rooms are used very little during 6am-11am and would a perfect time for faculty and staff to use. Intramurals web site has or will have soon the new programs for membership and all the extra fitness programs that will be offered this year.

Terri and Sophia will be invited to the September meeting.

OTHER: None

**NEW BUSINESS**

Carried over to September meeting.

OTHER

A motion was given by Allison to adjourn and second given by Dixie.

Meeting adjourned at 10:45am.

The next meeting will be held September 12, 2007 in the Chancellors Board Room, 5<sup>th</sup> floor Reese, at 9:00 a.m.

Respectfully submitted,

Terry Setzer, Secretary

Executive Committee of the Staff Organization